MAIL TO:

STATE OF UTAH
DIVISION OF PURCHASING
3150 STATE OFFICE BUILDING, STATE CAPITOL
P.O. BOX 141061
SALT LAKE CITY, UTAH 84114-1061
TELEPHONE (801) 538-3026
www.purchasing.utah.gov

Request for Proposal
Agency Contract

Solicitation Number:	**JG6041**
Due Date:	**02/08/06 at 5:00PM**
Date Sent:	January 17, 2006

Goods and services to be purchased: **IMPLEMENT AUTOMATED RMTS SYSTEM**

Please complete

Company Name			Federal Tax Identification Number	
Ordering Address	City		State	Zip Code
Remittance Address (if different from ordering address)	City		State	Zip Code
Type ☐ Corporation ☐ Partnership ☐ Proprietorship ☐ Government	Company Contact Person			
Telephone Number (include area code)	Fax Number (include area code)			
Company's Internet Web Address	Email Address			
Discount Terms (for bid purposes, bid discounts less than 30 days will not be considered)	Days Required for Delivery After Receipt of Order (see attached for any required minimums)			

The following documents are included in this solicitation: Solicitation forms, instructions and general provisions, and specifications. Please review all documents carefully before completing.

The undersigned certifies that the goods or services offered are produced, mined, grown, manufactured, or performed in Utah. Yes_____ No_____. If no, enter where produced, etc._____

Offeror's Authorized Representative's Signature	Date
Type or Print Name	Position or Title

Vendor Name:

IMPLEMENT AUTOMATED RMTS SYSTEM PER ATTACHED SPECIFICATIONS

Changes or Modifications to Procurement:
Any changes or modifications to this solicitation will only be accomplished in written addendum sent from the Division of Purchasing. Any other form is not binding. Bidders submitting a bid on any information other than which is contained in this solicitation document, or any addendum thereto, do so at their own risk.

QUESTIONS ON PURCHASING PROCESS(NOT RELATED TO SPECIFICATIONS) CALL JARED GARDNER AT (801) 538-3342.
RX#:200 61000000006
COMMODITY CODE(S): 20868

1. PROPOSAL PREPARATION: (a) All prices and notations must be in ink or typewritten. (b) Price each item separately. Unit price shall be shown and a total price shall be entered for each item bid. (c) Unit price will govern, if there is an error in the extension. (d) Delivery time of services and products as proposed is critical and must be adhered to. (e) All products are to be of new, unused condition, unless otherwise requested in this solicitation. (f) Incomplete proposals may be rejected. (g) This proposal may not be withdrawn for a period of 60 days from the due date. (h) Where applicable, all proposals must include complete manufacturer's descriptive literature. (i) By signing the proposal the offeror certifies that all of the information provided is accurate, that they are willing and able to furnish the item(s) specified, and that prices offered are correct.

2. SUBMITTING THE PROPOSAL: (a) The proposal must be signed in ink, sealed, and delivered to the DIVISION OF PURCHASING (DIVISION), 3150 State Office Building, Capitol Hill, Salt Lake City, UT 84114-1061. **The "Solicitation Number" and "Due Date" must appear on the outside of the envelope.** (b) Proposals, modifications, or corrections received after the closing time on the "Due Date" will be considered late and handled in accordance with the Utah Procurement Rules, section 3-209. (c) **Your proposal will be considered only if it is submitted on the forms provided by the state. Facsimile transmission of proposals to DIVISION will not be considered.** (d) All prices quoted must be both F.O.B. Origin per paragraph 1.(c) and F.O.B. Destination. Additional charges including but not limited to delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, costs of bonds, or for any other purpose must be included in the proposal for consideration and approval by the Division of Purchasing & General Services (DIVISION). Upon award of the contract, the shipping terms will be F.O.B. Destination with all transportation and handling charges paid by the Contractor, unless otherwise specified by the DIVISION. No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, costs of bonds, or for any other purpose will be paid by the state unless specifically included in the proposal and accepted by DIVISION. (e) By signing the proposal the offeror certifies that all of the information provided is accurate and that he/she offers to furnish materials/services for purchase in strict accordance with the requirements of this proposal including all terms and conditions.

3. SOLICITATION AMENDMENTS: All changes to this solicitation will be made through written addendum only. Bidders are cautioned not to consider verbal modifications.

4. PROPRIETARY INFORMATION: Suppliers are required to mark any specific information contained in their bid which is not to be disclosed to the public or used for purposes other than the evaluation of the bid. Each request for non-disclosure must be accompanied by a specific justification explaining why the information is to be protected. Pricing and service elements of any proposal will not be considered proprietary. All material becomes the property of the state and may be returned only at the state's option. Proposals submitted may be reviewed and evaluated by any persons at the discretion of the state.

5. BEST AND FINAL OFFERS: Discussions may be conducted with offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of assuring full understanding of, and responsiveness to, solicitation requirements. Prior to award, these offerors may be asked to submit best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by a competing offeror.

6. SAMPLES: Samples, brochures, etc., when required, must be furnished free of expense to the state and if not destroyed by tests may, upon request made at the time the sample is furnished, be returned at the offeror's expense.

7. DIVISION APPROVAL: Contracts written with the State of Utah, as a result of this proposal, will not be legally binding without the written approval of the Director of the DIVISION.

8. AWARD OF CONTRACT: (a) The contract will be awarded with reasonable promptness, by written notice, to the responsible offeror whose proposal is determined to be the most advantageous to the state, taking into consideration price and evaluation factors set forth in the RFP. No other factors or criteria will be used in the evaluation. The contract file shall contain the basis on which the award is made. Refer to Utah Code Annotated 65-56-408. (b) The DIVISION can reject any and all proposals. And it can waive any informality, or technicality in any proposal received, if the DIVISION believes it would serve the best interests of the state. (c) Before, or after, the award of a contract the DIVISION has the right to inspect the offeror's premises and all business records to determine the offeror's ability to meet contract requirements. (d) The DIVISION will open proposals publicly, identifying only the names of the offerors. Proposals and modifications shall be time stamped upon receipt and held in a secure place until the due date. After the due date, a **register** of proposals shall be established. The **register** shall be open to public inspection, but the proposals will be seen only by authorized DIVISION staff and those selected by DIVISION to evaluate the proposals. The register and contract awards are posted under "Vendor Info" at www.purchasing.utah.gov. The proposal(s) of the successful offeror(s) shall be open for public inspection for 90 days after the award of the contract(s). (e) Utah has a reciprocal preference law which will be applied against bidders bidding products or services produced in states which discriminate against Utah products. For details see Section 63-56-404 and 63-56-405, Utah Code Annotated. (f) Multiple contracts may be awarded if the State determines it would be in its best interest.

9. ANTI-DISCRIMINATION ACT: The offeror agrees to abide by the provisions of the Utah Anti-discrimination Act, Title 34 Chapter 35, U.C.A. 1953, as amended, and Title VI and Title VII of the Civil Rights Act of 1964 (42 USC 2000e), which prohibit discrimination against any employee or applicant for employment, or any applicant or recipient of services, on the basis of race, religion, color, or national origin; and further agrees to abide by Executive Order No. 11246, as amended, which prohibits discrimination on the basis of sex; 45 CFR 90 which prohibits discrimination on the basis of age, and Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disabilities. Also offeror agrees to abide by Utah's Executive Order, dated March 17, 1993, which prohibits sexual harassment in the workplace. Vendor must include this provision in every subcontract or purchase order relating to purchases by the State of Utah to insure that the subcontractors and vendors are bound by this provision.

10. WARRANTY: The contractor agrees to warrant and assume responsibility for all products (including hardware, firmware, and/or software products) that it licenses, contracts, or sells to the State of Utah under this contract for a period of one year, unless otherwise specified and mutually agreed upon elsewhere in this contract. The contractor (seller) acknowledges that all warranties granted to the buyer by the Uniform Commercial Code of the State of Utah applies to this contract. Product liability disclaimers and/or warranty disclaimers from the seller are not applicable to this contract unless otherwise specified and mutually agreed upon elsewhere in this contract. In general, the contractor warrants that: (1) the product will do what the salesperson said it would do, (2) the product will live up to all specific claims that the manufacturer makes in their advertisements, (3) the product will be suitable for the ordinary purposes for which such product is used, (4) the product will be suitable for any special purposes that the State has relied on the contractor's skill or judgement to consider when it advised the State about the product, (5) the product has been properly designed and manufactured, and (6) the product is free of significant defects or unusual problems about which the State has not been warned. Remedies available to the State include the following: The contractor will repair or replace (at no charge to the State) the product whose nonconformance is discovered and made known to the contractor in writing. If the repaired and/or replaced product proves to be inadequate, or fails of its essential purpose, the contractor will refund the full amount of any payments that have been made. Nothing in this warranty will be construed to limit any rights or remedies the State of Utah may otherwise have under this contract.

11. DEBARMENT: The CONTRACTOR certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the CONTRACTOR cannot certify this statement, attach a written explanation for review by the STATE.

12. ENERGY CONSERVATION AND RECYCLED PRODUCTS: The contractor is encouraged to bid Energy Star certified products or products that meet FEMP (Federal Energy Management Program) standards for energy consumption. The State of Utah also encourages contractors to bid products that are produced with recycled materials, where appropriate, unless otherwise requested in this solicitation.

13. GOVERNING LAWS AND REGULATIONS: All State purchases are subject to the Utah Procurement Code, Title 63, Chapter 56 Utah Code Annotated 1953, as amended, and the Procurement Rules as adopted by the Utah State Procurement Policy Board (Utah Administrative Code Section R33). These are available on the Internet at www.purchasing.utah.gov.

Request for Proposal
Random Moment Time Sample
Solicitation # JG6041

Department of Human Services
Office of Fiscal Operations

TABLE OF CONTENTS

1.0 BACKGROUND

1.1 PURPOSE OF RFP

The purpose of this request for proposal is to enter into a contract with a qualified firm for a software package to administer random moment time sampling for the Department of Human Services (DHS). It is anticipated that this RFP may result in a contract award to a single contractor. This contractor may also provide hosting services to DHS for this service. If the offeror proposes two solutions, one as a stand alone service and one as a hosted service, then two responses to RFP must be submitted.

1.2 CURRENT RMTS

The Department of Human Services (DHS) is an umbrella organization with offices and divisions that provide and/or coordinate the delivery of social services to the citizens of the State of Utah. Some programs administered by the Department are funded through federal grants and programs. DHS utilizes a random moment time study (RMTS) to cost allocate Federal funds to benefiting programs in child welfare and juvenile justice services. Specifically, the RMTS identifies the proportion of caseworkers' time dedicated to various activities during a specified period of time.

Administration of the Department's current RMTS occurs in several different steps, some of which are manually administered. For example, RMTS administrators manually generate e-mails to notify caseworkers of the sample moment. Caseworkers reply by e-mail, then the RMTS administrators manually interpret and enter the reports into a database. Reports are manually generated through the database on a monthly basis. In addition, the computer program currently used to generate the sample list has been in place for many years and has been, at times, problematic.

2.0 ADMINISTRATION, SUBMISSION, AND PROCESSING OF PROPOSALS

2.1 ISSUING OFFICE AND REFERENCE NUMBER

The State of Utah Division of Purchasing is the issuing office for this document and all subsequent addenda relating to it, on behalf of the Department of Human Services, Office of Fiscal Operations. The reference number for the transaction is Solicitation # JG6041. This number must be referenced on all proposals, correspondence, and documentation relating to the RFP.

2.2 PROPOSAL SUBMITTAL REQUIREMENTS

One original and 7 identical copies of your proposal must be received at the State of Utah Division of Purchasing, 3150 State Office Building, Capitol Hill, Salt Lake City, Utah 84114, prior to the closing date and time specified. Proposals received after the deadline will be late and ineligible for consideration.

2.3 DURATION OF THE RESULTING CONTRACT

The contract resulting from this RFP will be for a period of 5 years, with the possibility of up to 5 additional years at the States discretion and by mutual agreement.

2.4 PRICE GUARANTEE PERIOD

All pricing must be guaranteed for the term of the initial contract. Following the guarantee period, any request for price adjustment must be for an equal guarantee period, and must be made at least 30 days prior to the effective date. Requests for price adjustment must include sufficient documentation supporting the request. Any adjustment or amendment to the contract will not be effective unless approved by the State Director of Purchasing. The State will be given the immediate benefit of any decrease in the market, or allowable discount.

2.5 STANDARD CONTRACT TERMS AND CONDITIONS

Any contract resulting from this RFP will include, but not be limited to the State's standard terms and conditions. These may be accessed at
http://www.purchasing.utah.gov/contractinfo/TermsAgency.pdf

2.6 QUESTIONS

All questions must be submitted in writing to Gene Riggs via email at griggs@utah.gov. Questions are due by 5:00 p.m. Mountain Time on Jan 26th. Questions received after that date may not be answered. Answers will be given via an addendum posted on the Division of Purchasing website. The addendum will be posted on or before Feb 1st.

2.7 DISCUSSIONS WITH OFFERORS (ORAL PRESENTATIONS)

An oral presentation may be required, at the sole discretion of the State, in order for an offeror to clarify a proposal. However, the State may award a contract based on the initial proposals received without discussion with the offeror. If oral presentations are required, they will be scheduled after the submission of proposals. Oral presentations will be made at the offeror's expense. This oral

presentation may be made in person, via a web conference, or via a conference call at the State's sole discretion.

2.8 PROTECTED INFORMATION

The Government Records Access and Management ACT (GRAMA), Utah Code Annotated, Section 63-3-304, provides in part that:

> The following records are protected if properly classified by a government entity:
> > (1) trade secrets as defined in Section 13-24-2 if the person submitting the trade secret has provided the governmental entity with the information specified in Section 63-2-308 (Business Confidentiality Claims);
> > (2) commercial information or non-individual financial information obtained from a person if:
> > > (a) disclosure of the information could reasonably be expected to result in unfair competitive injury to the person submitting the information or would impair the ability of the governmental entity to obtain necessary information in the future;
> > > (b) the person submitting the information has a greater interest in prohibiting access than the public in obtaining access; and
> > > (c) the person submitting the information has provided the governmental entity with the information specified in Section 63-2-308;
>
> **...**
>
> > (6) records the disclosure of which would impair governmental procurement proceedings or give an unfair advantage to any person proposing to enter into a contract or agreement with a governmental entity, except that this Subsection (6) does not restrict the right of a person to see bids submitted to or by a governmental entity after bidding has closed. …

Consistent with Subsection 62-2-304(6) the Division of Purchasing has classified proposals submitted in response to this RFP as protected (Retention and Classification Report for Records Series 16591) except that a successful proposal is available for public inspection for 90 days.

An offeror may also protect portions of a proposal by submitting a Claim of Business Confidentiality to protect trade secrets, commercial information or non-individual financial information as provided in Subsections 62-2-304(1) and (2).

To protect information under a Claim of Business Confidentiality, the offeror must:

1.   Provide a written Claim of Business Confidentiality *at the time the information (proposal) is provided to the state*, and

2.   include a concise statement of reasons supporting the claim of business confidentiality (per Subsection 63-2-308(1)).

A Claim of Business Confidentiality is appropriate for information such as client lists and non-public financial statements. Pricing and service elements may not be protected. An entire proposal may not be protected under a Claim of Business Confidentiality. The Claim of Business Confidentiality must be submitted with your proposal on the form available at http://www.purchasing.utah.gov/contractinfo/ConfidentialityClaimForm.doc To ensure the information is protected, the Division of Purchasing asks the offeror to clearly identify in the Executive Summary and in the body of the proposal any specific information for which an offeror claims business confidentiality protection as "PROTECTED."

All materials submitted become the property of the state of Utah. Materials may be evaluated by anyone designated by the state as part of the proposal evaluation committee. Materials submitted may be returned only at the State's option.

2.9 AWARD NOTICE

All offerors will be notified of intended contract award by mail and by e-mail if they have given an e-mail address as part of their response to the RFP.   It is anticipated that notifications will be sent out after February 23, 2006.

2.10 ACCEPTANCE CLAUSE

The committee has the option to overlook minor discrepancies or to contact the offerors to clarify any points within the RFP response. The offerors response to the requests for clarifications or corrections will be made in writing and will not alter the offeror's price contained in the price proposal.

Such waiver will not modify the RFP requirements or excuse the offeror from full compliance with the RFP specifications and other contract requirements if the offeror is awarded the contract.

2.11 RFP TIMELINE

RFP posted:	Jan. 17, 2006
Questions due:	Jan. 26, 2006
Response to questions posted:	Feb. 1, 2006
Proposals due:	Feb. 8, 2006 at 5:00 pm

Oral presentations (if required):   Feb. 16, 2006
Contract awarded (tentative):   Feb. 23, 2006
Software installed by: March 9, 2006
Training and installation testing completed: March 14, 2006

3.0 SCOPE OF WORK

3.1 PROJECT GOALS

3.1.1 Implement automated RMTS system that meets Federal cost allocation requirements.

3.1.2 Administer RMTS for multiple divisions within department.
`

3.1.3 Increase RMTS efficiency and report accuracy.

3.1.4 Reduce the amount of manual effort required to administer the RMTS.

3.1.5 Employ a caseworker-friendly RMTS, requiring minimal time and effort for sampled worker reporting and for worker training on use of system.

3.1.6 Provide for easy modification of RMTS criteria by RMTS administrators (such as reported activities and programs, sample dates/holidays, etc.).

3.1.7 Provide for timely and accurate reporting of RMTS results for cost allocation and administrative purposes.

3.1.8 Assure ongoing data integrity.

3.2 DETAILED SCOPE OF WORK

The RMTS system must be able to do at least the following:

3.2.1 Functional Requirements

3.2.1.1   Import data about the sampling population from flat files.

3.2.1.2   Provide for at least two classes of users, including (a) RMTS respondents reporting in response to emails, and (b) RMTS administrators, including having the ability to produce reports from the application.

3.2.1.3   Select statistically valid random sample of moment and workers for designated time period.

3.2.1.4   Generate e-mails to notify workers of sampled moments.

3.2.1.5   Provide follow-up mechanism to help ensure that workers respond within required time frame.

3.2.1.6   Provide for direct web-based entry of RMTS responses by workers.

3.2.1.7   Compile worker responses for immediate data access.

3.2.1.8   Provide process for reversal of incorrect entries and process to address invalid reporting combinations.

3.2.1.9   Provide for validation of worker entries, as required for Federal approval.

3.2.1.10   Provide for modification of RMTS criteria by RMTS administrators.

3.2.1.11   Include safeguards to assure data integrity, such as system back-up.

3.2.2   Architectural Requirements

If this software is to be delivered to the State, it must be able to function in the following environment.

3.2.2.1   The DHS LAN is a Novell Netware 6.5 environment running on Microsoft Server 2000 devices.

3.2.2.2   The departments database standard is Sybase Adaptive Server Enterprise version 12.X running on HP-UX devices.

3.2.2.3   If this is to be a hosted solution, DHS requires that they own the data and that this data be kept secure from unauthorized access or disclosure.

3.2.2.4   The email system used by the State is GroupWise which employs a standard SMTP gateway.

3.2.3 Report requirements

3.2.3.1   Provide standard reports that break out information by agency/activity and to cluster activities for calculation of Federal claiming.

3.2.3.2   Provide the ability to conduct ad hoc reporting against the database.

3.2.3.3   Either provide the ability to export reports or provide the ability to query the database directly using industry standard ODBC or JDBC drivers.

3.2.3.4   Provide output reports that are compatible with readily workable electronic format.

3.2.3.5   Generate standard reports to be used for allocating costs and for effective administration of the RMTS process

3.2.3.6   Create and generate ad hoc reports

3.2.4   Training

3.2.4.1   Create and provide training for Department RMTS administrators in their role in ongoing administration of the RMTS.

3.2.4.2   Create and provide training for trainers of caseworkers regarding how to respond to the RMTS.

3.2.5   Technical Support and Maintenance

Include ongoing technical support and maintenance in conjunction with software package.

3.2.6   Cost Allocation Plan Approval

Assist in getting approval to implement modifications to RMTS process, including developing amendments to agency's cost allocation plan and negotiating with Federal agencies, as needed.

3.2.7   Time Line

The project will start within 30 days of finalization of the contract. The project duration should not exceed 2 months. An extension may be granted at the sole discretion of DHS.

3.3 PROPOSAL MINIMUM REQUIREMENTS

The detailed proposal must include at least the following:

3.3.1   Assessment of the work to be performed and offeror(s) ability and approach, addressing each element described in Section 3.2, Detailed

Scope of Work, i.e., project goals, objectives, architectural description, reporting capability, technical assistance and maintenance plan, training plan, cost allocation plan support, and time line.

3.3.2   Brief company history.

3.3.3   Resources necessary to fulfill the requirements

3.3.4   Names and contact information of at least one, preferably up to three, customers who are currently using your software in a configuration similar to what is described in this RFP.

3.3.5   If you are proposing software to be installed on the DHS LAN, please clearly indicate <u>all</u> software, hardware, and operating system dependencies that your solution has. If you are proposing a hosted solution, please describe the connection methodology and the bandwidth supported by your solution.

3.3.6   State how long you have supported your proposed solution. Was your proposed solution developed in-house, acquired from another vender, or is it something that you are integrating from multiple components.

3.3.7   If this is to be a hosted solution, DHS requires that they own the data and that this data be kept secure from unauthorized access or disclosure. Describe how the data will be kept secure.

3.3.8   Administrative requirements

3.3.8.1   Follow proposal format stipulated in section 4.

3.3.8.2   Include one original and seven copies of the proposal.

3.3.8.3   State how long you have supported your proposed solution. Was your proposed solution developed in house, acquired from another vender, or is it something that you are integrating from multiple components.

3.4 ADDITIONAL FUNCTIONALITY

Please include in this section any additional functionality that you feel distinguishes your software from that of your competitors.

4.0 PROPOSAL RESPONSES

4.1 PROPOSAL RESPONSE FORMAT

All proposals must be organized and tabbed with labels for the following headings:

1.   **RFP Form**. The State(s) Request for Proposal form completed and signed.

2.   **Executive Summary.** The one or two page executive summary is to briefly describe the offeror's proposal. This summary should highlight the major features of the proposal. It must indicate any requirements that cannot be met by the offeror. The reader should be able to determine the essence of the proposal by reading the executive summary. Proprietary information requests should be identified in this section.

3.   **Detailed Response.** This section should constitute the major portion of the proposal and must contain at least the following information:

      A.   A complete narrative of the offeror's assessment of the work to be performed, the offeror(s) ability and approach, and the resources necessary to fulfill the requirements. This should demonstrate the offeror's understanding of the desired overall performance expectations. Clearly indicate any options or alternatives proposed. If these options or alternatives would change the cost of the proposal, a separate cost proposal summary must be submitted for each option or alternative. Each proposal should detail the offeror's proposal to provide either hosted software or a solution to be deployed on the state's LAN, but not both. If the offeror wishes to propose both a hosted solution and a deployed solution, they must be detailed in separate proposals.

      B.   A specific point-by-point response, in the order listed, to each requirement in the RFP. This response should also provide either a clear and succinct supporting justification for your response, or indicate where in the accompanying documentation such support exists. If your proposal does not support some functionality, your response must clearly state so. On any point, if the committee can not easily find the documentation for an assertion, the committee may change the response to 'does not support'.

4.   **Cost Proposal.** Cost will be evaluated independently from the technical proposal. Please enumerate all costs on the attached Cost Proposal Form.

      The offeror must attach the provided cost proposal sheet. The cost proposal requires a firm fixed blended hourly rate, within the funding parameters, on the work and timeline outlined in the RFP. The proposal should be all-inclusive, containing salaries based on credentials, fringe benefits, administrative and indirect costs, travel, documentation,

equipment and any other ancillary services related to accomplishing the outlined tasks. As noted earlier, if there are multiple options discussed in your proposal (exclusive of providing a hosted service) that would change the overall cost of the offeror's proposal, a separate cost proposal sheet must be submitted for every option.

5. **Project and Application Review Process.**   To ensure compatibility with the DHS security and architectural standards, all software used by DHS employees and/or hosted on the DHS LAN, must have the attached Project and Application Review Process document filled out. The template for this document is included as appendix A. The state reserves the right to require to either reject outright or to request modifications applications that present security, maintainability, or licensing problem.

4.2 PROPOSAL EVALUATION CRITERIA

A committee will evaluate proposals against the following weighted criteria. Each area of the evaluation criteria must be addressed in detail in proposal

WEIGHT   EVALUATION CRITERIA

30 %   Cost

30 %   Ability to meet the scope of work

20 %   Ability to meet additional desired functionality

20 %   Performance references for similar projects.

COST PROPOSAL WORKSHEET

Bidder Name:

_____

1. Provide a price for an enterprise software license as described in Section 3.1 for the products identified in your technical offer. This price must also include the first year of maintenance and support fees. If you are proposing a hosted service, you must also include line items for hosting costs in sections 1 and 2 of this worksheet.

Enterprise Licensing Fee with first year of maintenance included:
$_____

2. Provide pricing for maintenance and support fees for the second through fifth year of product ownership.

Maintenance and Support Fees Year 2
$_____

Maintenance and Support Fees Year 3
$_____

Maintenance and Support Fees Year 4
$_____

Maintenance and Support Fees Year 5
$_____

3. List the name, job title and hourly rate for any proposed consultants:

Name: _____ Title: _____ $ _____ /
hour
Name: _____ Title: _____ $ _____ /
hour
Name: _____ Title: _____ $ _____ /
hour

4. Provide a per person training cost for any training that is recommended for employees that will be responsible for the installation and operation of the products included in this offer. Assume that the training will be held at one of your training facilities. Specify if the rate is hourly, daily, etc.
$_____ _____

JG6041
Appendix A

DHS Project/Application Review Process

General Information

Project/Application Review Purpose

The purpose of the project/application review process is to determine the hardware, software, and security requirements of a particular project/application in order to accomplish the following:

1. Capacity Planning

   - Determine infrastructure needs to support the proposed project/application

   - Propose and implement any required infrastructure changes.

2. Resource Planning

   - Determine resource needs (hardware, software, staffing, etc.) to ensure project/application success.

3. Compliance

   - State policies, procedures, and/or processes

   - DHS policies, procedures, and/or processes

   - OT policies, procedures, and/or processes

   - Federal policies, procedures, and/or processes

Project/Application Review Process

REVIEW COMPLETION

All questions or fields requesting information about the project/application within this project/application review document must be filled in with an appropriate response to the question or the field requesting the information. If the question or field requesting the information is not applicable to the project/application, a response of "Not applicable" must be entered for that question or field. Otherwise, the project/application will not be found within compliance and sign off of this project/application review document will not be given.

PROJECT DETAILS (Overview of project/application and general information - completed by Project/Application Team)

Project/Application Description

Project/Application:

Project/Application Description:

Developer and/or Vendor of Project/Application:

Developer and/or Vendor Contact or Submitter of this Review:

Developer and/or Vendor or Submitter Phone #:

Business contacts for the project/application, if known at this time (include contact information for them):

Design

DIAGRAM

Provide a detailed diagram of the project/application that includes all physical details as entered in the sections under the headings of Architecture and Security of this document.

For a logical description, use UML 2.0.

Architecture

Fill in the following information for every logical and physical device required by your project/application.

HARDWARE

Identify the following in detail:

1. **Hardware Platform (Type of device(s)):**

2. **Make and Model (Specify if required or recommended):**

3. **Required Specifications and Configurations (Please specify any required usage/user ratios):**

4. **Recommended Specifications and Configurations (Please specify any recommended usage/user ratios):**

5. **Any Hardware Dependencies:**

SOFTWARE

Identify the following in detail:

Database

1. **Database use:**

2. **Batch or online processing:**

Dependencies

1. **List any required web server or application server software, include specific release levels and any required configuration information:**

2. **List any frameworks used, include specific release levels and any required configuration information:**

3. **List any libraries, packages and classes required, include specific release levels and any required configuration information:**

4. **List any other software dependencies:**

General

1. **Operating System(s) Supported:**

2. **Connections to other platforms:**

3. **Projected release cycle:**

4. **Projected maintenance release cycle:**

5. **Projected deployment cycle:**

6. **Provide a copy of all project/application security documentation.**

7. **Please list the install method(s) for the software?**

   a. **Does the installation include the use of a Microsoft Installer package (MSI) or other automated capabilities?**

   b. **Are these capabilities fully documented and included with the documentation that comes with the software?**

SECURITY

CONNECTIVITY

Identify the following in detail:

1. **Connectivity method (LAN connection, Citrix, Terminal Server, VPN etc.):**

2. **Standard port assignments:**

   Development –

   Production –

3. **Protocols Used (Physical and Logical):**

4. **Indicate the nature of connectivity or interaction(s) that will take place with the Office of Technology systems or infrastructure.**

5. **Indicate any connectivity information that is or may be requested or required in order to facilitate the desired connectivity or interaction(s) with the Office of Technology systems or infrastructure.**

6. **What is the target user group (General public user community, DCFS, DSPD, etc.)?**

7. **How many user(s) will be using this system?**

8. **How many user(s) maximum will or can be connected to the system at any given time?**

9. **How will user(s) connect and/or interact with the system (Proprietary Client interface, Browser, etc.)?**

10. **Indicate any interaction with other Department and non-Department entities including Federal, State and Local Agencies, and other non-governmental entities (Entities is defined to include people, applications, databases, etc.).**

11. **Provide security or encryption requirements needed because of existing federal, state, or local laws, requirements, or best practices.**

DATA

Identify the following in detail:

1. **Does any of the data in the project/application require any special security requirements (HIPAA, etc.)?**

   - **If so, please list those requirements:**

2. **Does any of the data in the project/application require any special archival, logging, or integrity requirements?**

   - **If so, please list those requirements:**

VULNERABILITY

Identify the following in detail:

1. **List all potential vulnerabilities applicable to the project/application.**

Vulnerability	Description
[List vulnerabilities]	[Describe vulnerability and its impact]

2. **List the potential threat-sources applicable to the project/application.**

Threat-Source	Threat Actions
[List threat sources]	[List and/or describe actions that can be taken by threat source e.g., identity theft, spoofing, system intrusion]

TESTING

Identify the following in detail:

1. **Provide a security testing plan that identifies the testing procedures that will be used to test the project/application security.**

2. **Provide a connectivity testing plan that identifies the testing procedures that will be used to test the project/application connectivity.**

GENERAL

SUPPORT

Identify the following in detail:

1. **Indicate what support is going to be required.**

2. **Provide a testing plan that identifies the testing procedures that will be used to verify the proper functioning of the project/application.**

3. **Indicate if there is a budget included in the project/application for support.**

    *   **If so, please indicate the budgeted details:**

    *   **Who will be maintaining and/or paying software/support maintenance for the project/application?**

2. **Who will be maintaining the licenses for the project/application?**

TRAINING

Identify the following in detail:

3. **Indicate if any training will be required for administration and/or use of the project/application.**

4. **Indicate if there is a budget included in the project/application for training.**

   - **If so, please indicate the budgeted details:**

GENERAL INFORMATION

Identify the following in detail:

1. **What is the production release cycle? Include in this what criteria will be used to determine if the project/application is ready to be released to production. If some type of iterative, or phased release cycle will be used, detail which portions of the proposed functionality, along with their resulting physical and logical structures, will be released in each iteration.**

2. **Identify the administrators for all parts of the project/application including the following:**

Role	Participant	Contact Info
Application Administrator		
Database Administrator		
Network (Server) Administrator		
Security Administrator		
Other:		

3. **Identify all physical locations affected by all parts of the project/application. Include a general description of the location(s).**

Location	Description

4. **Provide any additional information of importance to this review not already provided in this document.**

PROJECT REVIEW (Completed by the Office of Technology)

Issues of Concern (provide detail)

Architecture

Hardware Issues:

Software Issues:

Database:

Dependencies:

General:

Security

Connectivity Issues:

Data Issues:

Vulnerability Issues:

Testing Issues:

General

Support Issues:

Training Issues:

General Issues:

RESPONSE TO PROJECT REVIEW (Completed by agency)

Describe in detail how each issue will be addressed

Issue:

Proposed Resolution:

PROJECT REVIEW OUTCOME (Completed by the Office of Technology)

Describe how all issues were resolved

Issue:

Resolution:

Office of Technology Approvals (modify to reflect appropriate approvals)

_____   _____
Product Support Signature   Date

_____   _____
Software Support Signature   Date

_____   _____
Office of Technology Security Signature   Date

_____   _____
IT Manager Signature   Date

Project/Application Review Affirmation and Agreement

Affirmation and Agreement Statement

The signatories below do hereby affirm that the information disclosed in this project/application review document is true, correct and complete and do hereby agree to adhere to and comply with the framework and/or details of the project/application as disclosed in this project/application review. The signatories below do also agree to obtain proper authorization for any proposed change to the framework and/or details of the project/application as disclosed in this project/application review before said change is made by completing and submitting an Addendum form as found at the end of the Project/Application Review Process document.

In addition to the above stated affirmation and agreement the signatories below do hereby acknowledge and understand that any violation of the above stated affirmation and agreement may result in the denial or revocation of authority to implement and/or deploy the project/application of which this project/application review pertains.

Approvals (modify to reflect appropriate approvals)

Project Manager Signature	Company	Date
Business Oversight Manager Signature	Company	Date
Development Team Lead Signature	Company	Date

Addendum

In the event there are changes to the existing Project/Application Review, the following information must be provided. While the word "change" has a variety of different meanings and connotations, in this case, we are referring to anything that would impact the overall process associated with the implementation of this project/application.

We reserve the right to determine if the change that is being made deviates far enough from the intent of the original review to warrant a new review.

Please provide specific details about the requested change. The following three questions must be answered in providing this information:
- What is the requested change?
- Why is the requested change needed?
- How does the requested change impact or change the information given in the original review.

Architecture

Hardware

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Software

Database

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Dependencies

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General

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Security

Connectivity

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Data

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Vulnerability

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Testing

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General

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General

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ADDENDUM REVIEW (Completed by the Office of Technology)

Issues of Concern (provide detail)

Architecture

Hardware Issues:

Software Issues:

Database:

Dependencies:

General:

Security

Connectivity Issues:

Data Issues:

Testing Issues:

General

Support Issues:

Training Issues:

General Issues:

RESPONSE TO ADDENDUM REVIEW (Completed by agency)

Describe in detail how each issue will be addressed

Issue:

Proposed Resolution:

ADDENDUM REVIEW OUTCOME (Completed by the Office of Technology)

Describe how all issues were resolved

Issue:

Resolution:

Approvals (modify to reflect appropriate approvals)

_____   _____
Product Support Signature   Date

_____   _____
Software Support Signature   Date

_____   _____
Office of Technology Security Signature   Date

_____   _____
IT Manager Signature   Date